SECRET
Classification

14 Copies Prepared

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160014-5

REPORTS INVENTORY

CONTROL NO. SRB 018

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
COMBINED CIVILIAN AND MILITARY PERSONNEL STATUS REPORT (Eyes Only)

2. TYPE OF REPORT
- ✓ STATISTICAL
- NARRATIVE
- MACHINE-NAME LISTING

3. FUNCTIONAL AREA
- ✓ PERSONNEL
- LOGISTICS
- MEDICAL
- TRAINING
- SECURITY
- FINANCE
- ADMIN. GENERAL
- OTHER (specify)

4. NO. OF COPIES PREPARED: 17

5. FREQUENCY (weekly, monthly, quarterly, etc.): MONTHLY

6. DISTRIBUTION (No. of components not number of copies): 23

7. FORMAT (memorandum, form, computer print-out, etc.): FORM

8. ADP PROCESSING
- YES
- X NO
IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR

10. PREPARING COMPONENT (Include lowest level contributing information to report): OP/CO/SRB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): 100D + Position Ledger Book

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21		20.2		85.04		12		1020.48

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: 1,020.48

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This is the major report distributed by SRB to Inform top Management of the Agency's On duty and Position Status.

14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT
- ✓ RETAIN AS IS
- CHANGE
- DISCONTINUE
- OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
—	—

DATE OF INVENTORY: 10-8-70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

STAT

SECRET
Classification

112

(22-36-43)

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160014-5